

BCLTA budget for Fiscal Feb 01 2011 - Jan 31 2012

	Actuals to Jan 31, 2011	2010-2011 Budget	2011-2012 Budget
<b>REVENUE</b>			
Membership Fees	57,820	53,000	55,000
PLSB Special Grant TOP	1144	-	8,856
PLSB Infrastructure Needs Grant		-	5,000
Conference	1,084	2,000	1,000
Chairing the Board Registrations	1,725	3,500	3,000
TOP Registrations	10,281	15,000	15,000
Donations	1,700	1,750	1,000
<b>TOTAL REVENUE</b>	<b>73,754</b>	<b>75,250</b>	<b>88,856</b>
<b>EXPENDITURES</b>			
<b>1. Programs &amp; Administration</b>			
Newsletter	1,290	2,500	1,200
Publications	-	1,000	1,000
Conference	326	2,000	3,000
Conference 2012			3,000
Awards	495	750	700
<b>Total Programs &amp; Administration</b>	<b>2,111</b>	<b>6,250</b>	<b>8,900</b>
<b>2. Advocacy</b>			
Advocacy Materials	77	500	200
Advocacy Expenses	2,339	1,000	2,500
BCLTA Staff/ Expenses - UBCM	279	1,000	500
BCLTA Contribution - UBCM	935	1,000	1,000
<b>Total Advocacy</b>	<b>3,630</b>	<b>3,500</b>	<b>4,200</b>
<b>3. President's Expenses</b>			
President's Travel	72	1,000	1,000
President's Registration		525	525
President's Accommodation		500	500
President's Expenses (Other)	165	150	200
<b>Total President's Expenses</b>	<b>237</b>	<b>2,175</b>	<b>2,225</b>
<b>4. Meetings</b>			
Face-to-Face & Teleconference	6,905	5,500	7,000
Board Development	1,177	1,500	2,000
<b>Total Meetings</b>	<b>8,082</b>	<b>7,000</b>	<b>9,000</b>
<b>5. Reports/Accounting</b>			
Annual Report Printing/Filing	25	600	200
Bookkeeping/Accounting	1,075	1,000	1,200
Financial Review	675	600	600
<b>Total Reports</b>	<b>1,775</b>	<b>2,200</b>	<b>2,000</b>

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<b>6. Salary &amp; Administration</b>			
Administrative Assistant	13,875	15,000	17,000
Administrative Assistant Travel	440	1,000	1,000
Contractor Work		5,000	5,000
Contractor Expenses		1,000	1,000
Professional Development		300	300
Storage Locker	732	770	850
Telephone	1,166	1,000	1,200
Postage/Courier	281	700	150
Computer Equipment & Software	533	400	400
Legal	185		
Office Supplies/Stationery	385	750	500
Website & Computer Maintenance	1,118	2,000	1,500
<b>Total Salary &amp; Administration</b>	<b>18,715</b>	<b>27,920</b>	<b>28,900</b>
<b>7. Miscellaneous</b>			
Infrastructure Study	203	5,000	5,000
Dues/Memberships	375	560	500
GST/HST Expense	1,426	2,000	1,600
Miscellaneous Expenses	243	250	200
D & O Insurance	734	770	770
Bank Charges	32	140	100
<b>Total Miscellaneous costs</b>	<b>3,013</b>	<b>8,720</b>	<b>8,170</b>
<b>Total Operating Expenses #1 - #7</b>	<b>37,564</b>	<b>57,765</b>	<b>63,395</b>

**Education**

<b>Trustee Orientation Program</b>			
<b>TOP Travel reimbursements</b>			<b>8,856</b>
Train the Trainer Expenses			500
TOP Trainer Fees	3,100	5,000	5,000
TOP Trainer Expenses	3,141	4,000	4,000
TOP Materials	1,768	1,800	2,500
TOP Site/Rooms	786	3,000	2,000
TOP Administration	2,090	3,000	2,000
TOP Couriers	239	350	300
<b>Total TOP Live Costs</b>	<b>11,124</b>	<b>17,150</b>	<b>25,156</b>

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<b>Taking the Lead Program</b>			
Trainer Fees	400	2,000	1,200
Trainer Expenses	21	2,000	800
Materials	79	500	600
Site/Rooms	445	600	600
Administration	167	1,500	600
Couriers	15	200	100
<b>Total Chairing the Board Costs</b>	<b>1,127</b>	<b>6,800</b>	<b>3,900</b>
<b>TOP Online</b>			
TOP Online updates			1,000
TOP Online Web Server	181	90	90
<b>Total TOP Online Costs</b>	<b>181</b>	<b>90</b>	<b>1,090</b>
<b>TOTAL EXPENDITURES</b>	<b>49,996</b>	<b>81,805</b>	<b>93,541</b>
<b>Revenue minus Expenses</b>	<b>23,758</b>	<b>(6,555)</b>	<b>(4,685)</b>